

Drug Free Workplace Affidavit Attachment Assistance for Affidavit Item 2(d)
“A description of the licensee’s Alcohol and Substance Abuse Education & Awareness Training”

To assist with the prompt review of requests for certification as a Drug Free Workplace in accordance with 805 KAR Chapter 11 and KRS 351.186 the following information must be provided in the attachment to affidavit item 2(d)

This description of the alcohol and substance abuse education and awareness training program for employee and supervisory personnel should include:

- 1. An outline of the course of instruction;**
- 2. Any handouts, workbooks, study guides etc.;**
- 3. The name of the instructor and instructor certification number of person/s conducting the class;**
- 4. The location of the class;**
- 5. The dates conducted and attendance numbers; or**
- 6. The dates planned to be conducted in the calendar year for both employees and supervisors.**

Additional Assistance Information:

The following criteria must be met for OMSL certification:

- 1. Drug and alcohol education for all employees included in the Drug Free Workplace Program and recognition training for supervisory personnel must be conducted annually.*
- 2. The training program for all employees must be 30 minutes conducted annually and must include written materials explaining your policies and procedures with respect to the DFW program, and at a minimum the following topics must be covered:*
 - information concerning alcohol and drug testing;*
 - effects of drug and alcohol use on an individual’s health, work and personal life;*
 - the disease of alcohol or drug addiction;*
 - signs and symptoms of an alcohol or drug problem;*
 - the role of co-workers and supervisors in addressing alcohol or substance abuse; and*
 - referral process to the employee assistance program.*

3. *In addition, supervisory personnel shall have an additional 30 minutes of training annually which includes at a minimum:*
- *how to recognize the signs of alcohol and substance abuse in the workplace;*
 - *how to document signs of employee alcohol or substance abuse; how to refer employees assistance program or other alcohol and substance abuse treatment; and*
 - *the legal and practical aspects of reasonable suspicion drug testing*